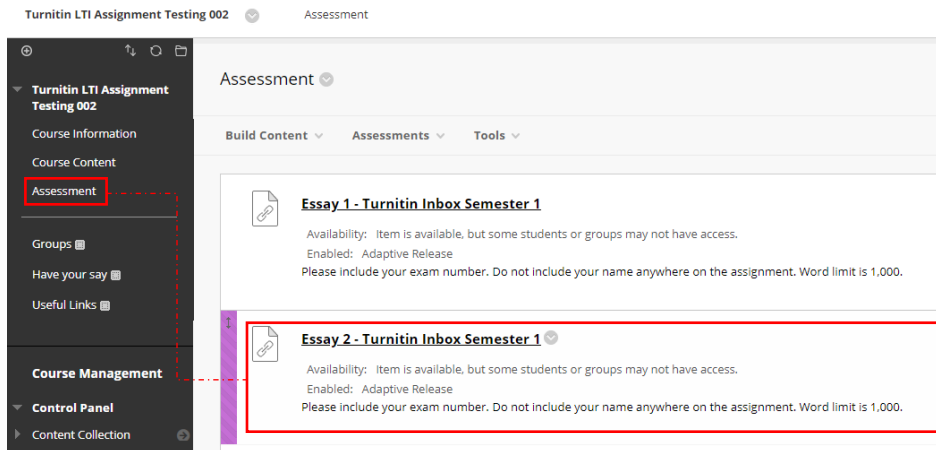# Submit on behalf of student in Turnitin (LTI) inbox – staff guide

1. Click on Assessment (in the left-hand menu) to see a list of inboxes for this course.

2. Navigate to and click on the submission inbox to which you need to submit.

3. Click on the 'Submit on behalf of student' search box at the top. A dropdown list will appear with the names of all the students within the course. Select the student on whose behalf you need to submit.
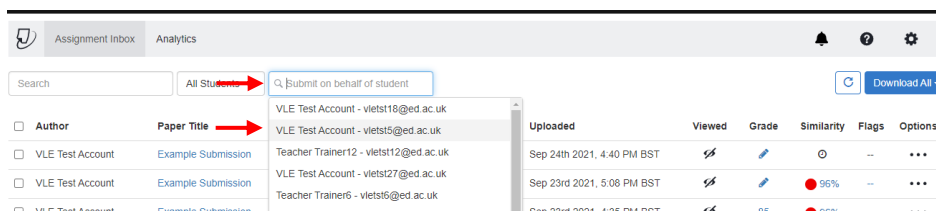
4. A pop-up message will appear asking if you would like to proceed, select continue. If there is a previous submission you will be notified within the pop-up message. Clicking 'Continue' in this circumstance will delete the previous submission and replace it with the new one (with the same Paper ID).
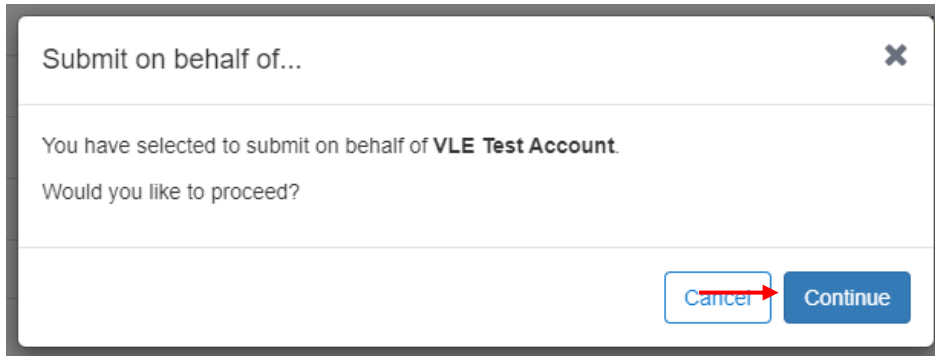
5. Insert the 'Submission Title' into the box. Click 'Choose File' and navigate to the file to be submitted. Click 'Upload and Review'.
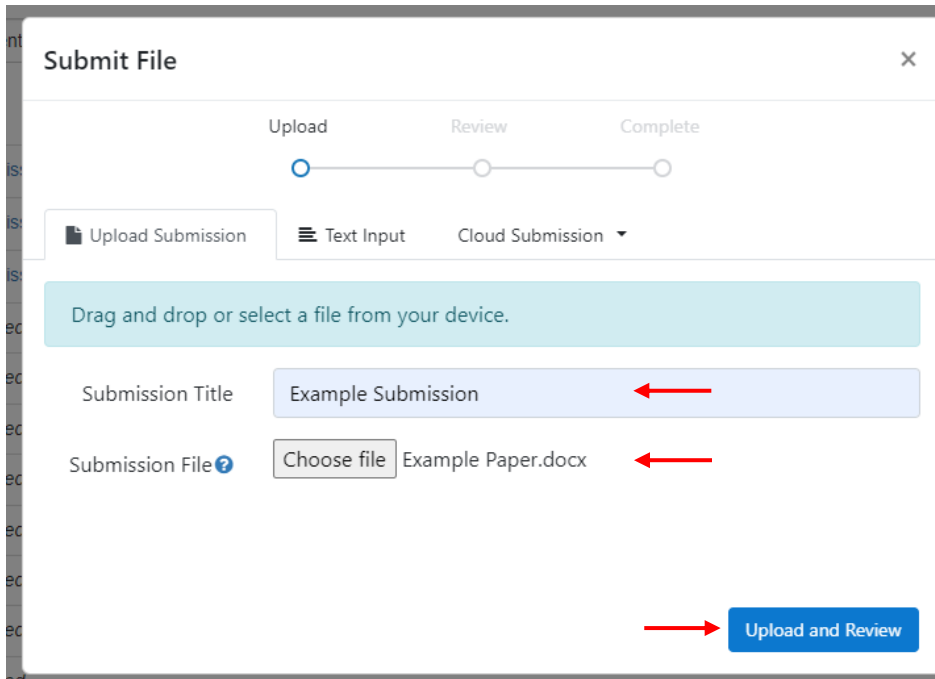
6. A review pop-up message will appear. Make sure the correct submission has been uploaded and then click on 'Submit to Turnitin'.

7. You will be able to check if the submission has been successful in two ways. Firstly, you will see a pop-up message once the submission has been sent (see below):
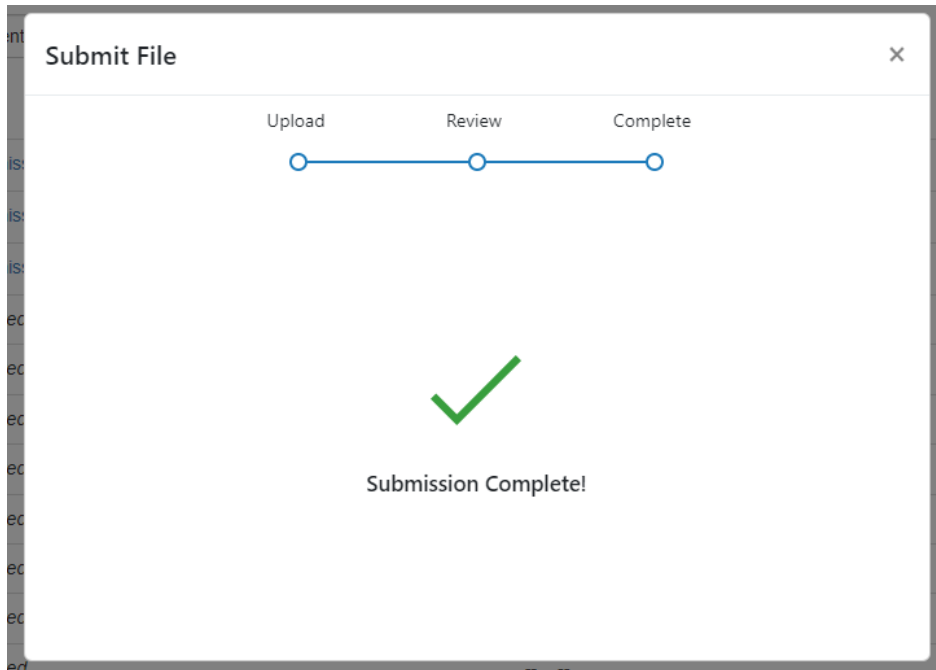
Secondly, you can see if the submission was successful at the top of the screen (see below):
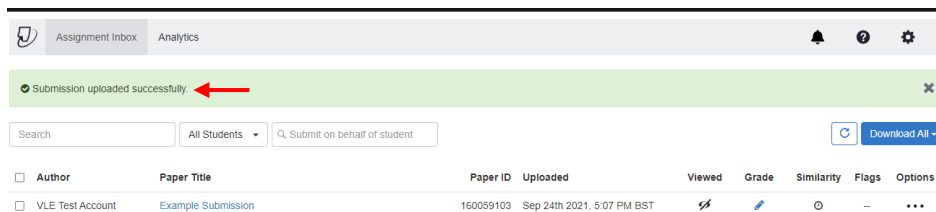
Alternative format

If you require this document in an alternative format, such as large print or a coloured background, please contact IS Helpline:

https://www.ed.ac.uk/information-services/help-consultancy/contact-helpline